

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Management Officer, Management Staff DATE: 4 May 1954

FROM : Chief, Records Management Division

SUBJECT: Comments on Proposed Regulation []

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1. We have reviewed Proposed Regulation [] Office Business Machines, and have the following comments to submit:

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2. SCOPE - It is anticipated that the Management Staff will exercise approximately the same control on microfilm equipment as ~~indicated~~ in this regulation for other business machines. This could be provided for by either including microfilm equipment with the other machines listed in paragraph (b) or by adding the following sentence to paragraph (c): "For microfilm equipment, see Regulation [] and (Proposed Records Management Regulation)." Because of the agreements previously reached with the Logistics Office on Regulation [] the latter way of reflecting MS control on microfilm equipment is recommended.

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3. POLICIES - It is suggested that the program be extended to cover replacement and disposal of machines in accordance with established criteria. ~~We understand that this is an agreement of the business machine program as established by the Department of the Navy.~~

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Discussed with [] 5/21/54
Decided that memo was not necessary.
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Paragraph 2 under SCOPE

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Proposed Regulation [] provides for approval or disapproval of requests for Printing & Reproduction equipment by the Logistics Office and concurrence by the Management Staff. However, it does not specifically include a continuing control of such equipment as outlined in the policy paragraph of Proposed Regulation [] We believe that such control by MS should be established on the various types of photocopying equipment widely used throughout the Agency. In an informal discussion with [] of the Logistics Office, he indicated that, in his opinion, the control should be maintained by the Logistics Office. He also felt that the control would be accomplished by the provision of Regulation [] providing for all offices to furnish on request information on equipment utilization.

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